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Recommended Citation

University of Dayton. Faculty Affairs Committee, "Faculty Affairs Committee Minutes of the Academic Senate 2017-09-20" (2017). *All Committee Minutes*. 301.
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Faculty Affairs Committee Meeting Minutes:

September 20, 2017

Present: Andrea Seielstad (Chair), Maher Qumsiyeh, Caroline Merithew, Laura Leming, Rebecca Wells, Corinne Daprano, Mary Ellen Dillon

Absent: Deo Eustace, Kevin Kelly, Suki Kwon, Carolyn Phelps (Ex Officio), Kathy Webb

1. Minutes of August 13, 2017 FAC meeting were approved with the following changes.
 - a. Item 4: Change “lecturers were teaching faculty” to “lecturers are teaching faculty”
 - b. Item 5: Change “Another nomenclature” to “other nomenclatures”
2. The question regarding the committee’s agreement on the applicability of the framework designed for clinical faculty to lecturers initiated the discussion. Reference was made to the examples of alternative lecturer promotion policy that had been made available to the committee and the benefit of identifying important features of each that may be applicable to the committee’s work. The NYU example was of interest because of its articulation of some of the justice concerns about lecturers.
3. The committee then discussed specific issues, values, and conditions that could be addressed in a promotion policy for lecturers, some of which are necessary to provide context for the policy.
 - a. Define the position of Lecturer and the expected contributions of those holding the position. This should appear in the Faculty Handbook as well.
 - b. Address issues of workload justice.
 - c. Articulate the circumstances under which lecturers are hired. (Perhaps this should be stated in a different policy.)
 - d. Describe the meaning of year-to-year security and the methods through which it is awarded. (Perhaps, as is done for tenure, this should be stated in a different policy.)
4. The committee then considered alternative methods for providing security to lecturers. Security could be formally associated with promotions, tied to the length of time the position is funded as stated in letters of appointment, or based on peer and administrator evaluations of performance for promotion that could lead to longer appointments.
5. Opportunities for professional development were also considered. Opportunities could include sabbaticals and travel to conferences. Support for professional development now varies across Units and Departments.
6. The committee agreed that the policy for lecturers should apply to full-time positions that are funded in the base budget, that criteria for the promotion of lecturers should be defined by Units or Departments, and that the responsibilities, rights, and benefits of lecturers should be determined by Units or Departments.

7. Consideration was then given to writing a separate, University-wide policy to address issues of workload justice, professional development, sabbaticals, etc.?
8. A definition of the lecturer position should be developed prior to developing a promotion policy. This definition should emphasize that teaching is the principle activity of lecturers and identify the three types of lecturer positions; base budget, emergency, and temporary. It should also distinguish letters of appointment from annual contracts. While a position may be funded for multiple years, individual contracts are annual.
9. Following these discussions, it was agreed, in general, that a promotion policy for lecturers can parallel the policy for clinical faculty and the definition of lecturer must be reviewed and revised as needed. The committee also agreed that either the promotion policy or the position definition should address issues of workload justice.
10. The committee discussed that lecturer positions, after being funded for a specified number of years, must be reviewed and considered for funding as a full-time tenure-track position. If the position does not transition to a tenure-track line, and if the same individual has held that lecturer position for a specified number of years, then consideration should be given to a multi-year appointment for that individual.
11. Those present agreed that the committee should 1. Review and potentially revise as necessary the definition/description of the lecturer positions and 2. Develop a promotion policy modeled after the one for clinical faculty.
12. It was proposed that the FAC recommend a complete review of the Faculty Handbook.
13. The committee will proceed with a process to gather information and engage in consultation to investigate the following:
 - a. Number of base budget funded NTT positions (in comparison with TT positions and clinical faculty) and the distribution of those positions across Units and Departments
 - b. Number of temporary and number of emergency lecturer positions per academic year
 - c. Profile of the demographic characteristics of lecturers
 - d. Distribution and average of the number of years of service at UD by current lecturers
 - e. Current processes for selection and review of lecturers, the use of three-year letters of appointment, and the different benefits, rights, and responsibilities afforded to lecturers by Units or Departments
 - f. Frequency with which a position may transition back and forth between lecturer and adjunct
 - g. Teaching load and other expectations for lecturers across different Units and Departments
14. The committee will confer with the newly-formed task force on merit to coordinate with that group's planned survey and the sharing of available information (see above list).

15. During FAC's September 27, 2017 meeting the process of gathering of information will be organized. The outside employment and 100 percent policies will be discussed starting with the October 4, 2017 meeting.

Respectfully submitted: Rebecca Wells